

.

Minimum Qualification Specifications
for the Class:

BUSINESS MANAGER, SERVICES FOR THE BLIND
(BUSINESS MGR, SVCS FOR BLIND)

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had three (3) years of progressively responsible work experience in which the applicant planned or assisted in the planning, organization, coordination, and direction of the operations of a business enterprise, institution or agency, or any equivalent combination of training and experience.

This experience may have been gained in positions such as those described below:

- a. Experience as the operator of a business enterprise with all responsibility for the functions of management.
- b. Experience as the business manager or administrator of a business, institution or agency.
- c. Experience as a member of the administrative staff of an institution or agency with responsibility for two or

more major activities in the management of the enterprise such as budgeting, purchasing or accounting; merchandising and public relations or construction and maintenance; provided the duties required a broad general knowledge of the tools and techniques of management and a close working relationship with the general administration of the business, institution or agency.

Substitutions Allowed:

Successful completion of all of the requirements for a Master's degree in Business Administration or Economics from an accredited college or university may be substituted for a maximum of one (1) year of experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Non Qualifying Experience:

Applicants who have not had experience in the management of the business affairs of an organization may not be considered as qualified. Examples of those with non-qualifying experience are, senior clerks or office managers concerned primarily with the procurement and/or control of office supplies, space, communications, printing or reproduction, records, and similar clerical supportive tasks; technical budget analysis experience in which the applicant has solely concentrated upon the analysis of budget requests; or management analysis experience in which the applicant has been devoted to analysis of management practices and procedures without establishing and implementing them.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed

material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

- - - - -

This is an amendment to the minimum qualification specification for the class BUSINESS MANAGER, SERVICES FOR THE BLIND (BUSINESS MGR, SVCS FOR BLIND) approved on July 11, 1969.

DATE APPROVED: 1/11/02

DAVIS K. YOGI
Director of Human Resources Development